



Lake Wilderness Lodge

Minutes Away... Miles From Ordinary

22500 SE 248th St
Maple Valley, WA 98038
425-432-9953

lodge@maplevalleywa.gov
www.maplevalleywa.gov

****Directions***

****Rental Rates***

****Rehearsals***

****Insurance***

****Catering***

****Alcohol***

****Deliveries***

****Equipment***

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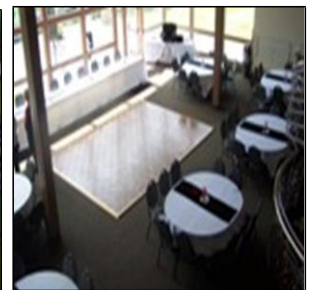
****Experienced Vendors***

****Floor Plan***

The Lake Wilderness Lodge is owned and operated by the City of Maple Valley. The Lodge provides a unique location to hold your wedding, reception, conference, or special event. The Lodge offers a spectacular view of the lake from all three floors and is spacious enough to allow for multi-use. Dance downstairs, dine on the main floor, or have a cozy chat on the mezzanine. We're here to help you make your event amazing. Our renovated Conference Wing offers nicely appointed meeting rooms with individual decks and several other rooms that can accommodate seminars, meetings and training sessions. Talk to us about what our facility can offer you.



*City of Maple Valley
Parks & Recreation Department*





Lake Wilderness Lodge

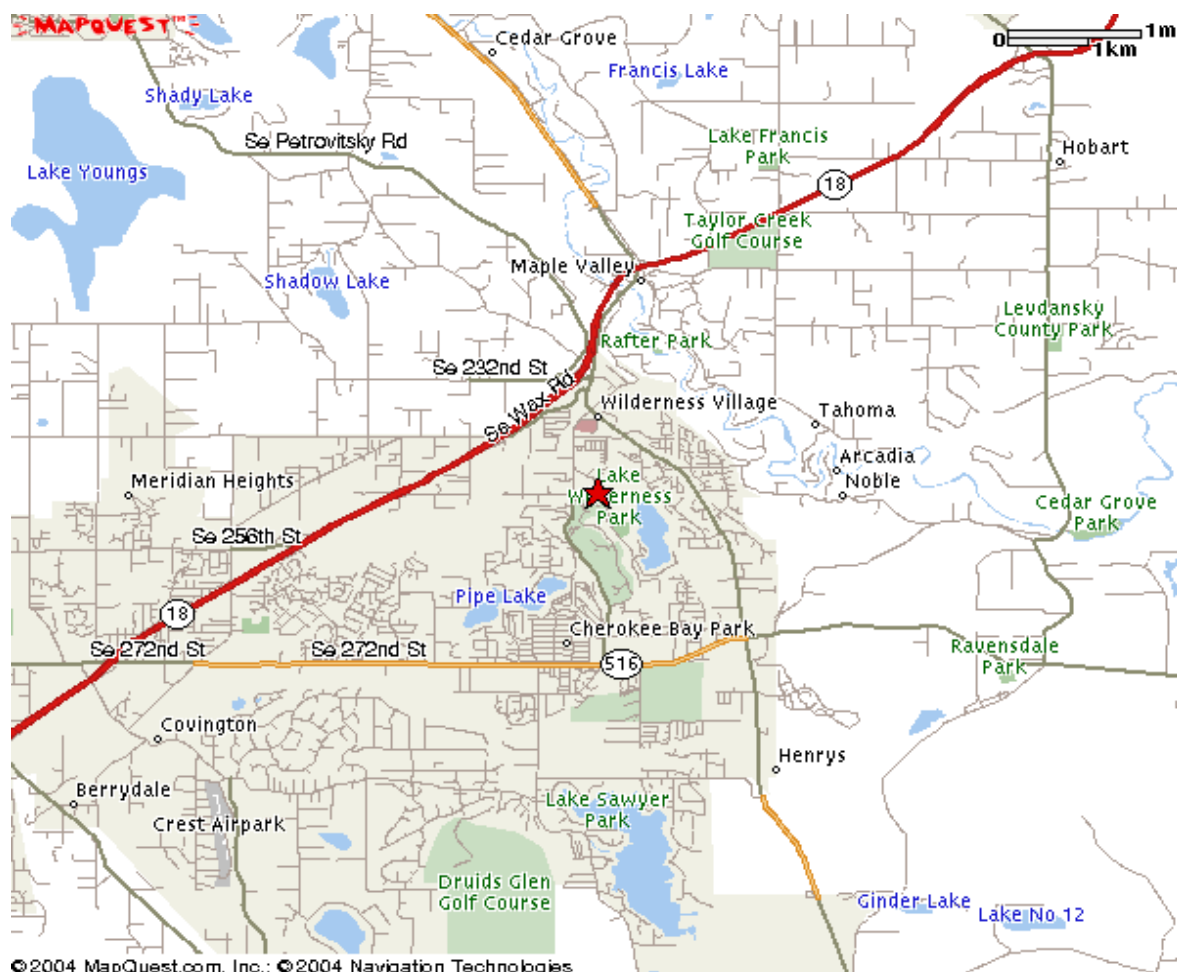
Physical Address: 22500 SE 248th St., Maple Valley, WA 98038

Telephone: 425-432-9953

DRIVING DIRECTIONS

From I-405, take the Maple Valley Highway (exit 4) and drive south. Follow the Maple Valley Hwy. (SR 169) approx. 12 miles. At Witte Road make a right turn. Follow Witte to the roundabout at SE 248th St. Go around the roundabout to the third exit. Turn onto SE 248th. Follow 248th street past the Greater Maple Valley Community Center. The Lodge sign is straight ahead--follow signs to the Lodge parking area.

From the south, take Hwy. 18 east to the SE 231st / Maple Valley exit. Turn right onto SE 231st St. and right again onto the Maple Valley Hwy (SR 169 Maple Valley-Black Diamond Rd). At Witte Road, make a right turn. Follow Witte to the roundabout at SE 248th St. Go around the roundabout to the third exit, Turn onto SE 248th. Follow 248th street past the Greater Maple Valley Community Center. The Lodge sign is straight ahead--follow signs to the Lodge parking area.



LAKE WILDERNESS LODGE INFORMATION

FACILITY ACCOMODATIONS: Fire Code Capacity: up to **250 guests** for all rentals.

	ROOM SIZE	GUEST CAPACITY / # OF PEOPLE		COMMENTS
MAIN FLOOR 	4102 sq. ft.	Occupancy	250	Wedding ceremonies, receptions / celebrations, business meetings
LOWER FLOOR 	2060 sq. ft.	Standing: Seated:	250 100	Additional seating, buffet, bar, mingling space, small business meetings
MEZZANINE 	754 sq. ft.	Occupancy	50	Wedding ceremonies, receptions/celebrations, bar, buffet, mingling space
OUTSIDE DECK 	256 sq. ft.	Occupancy	72	

<p>OUTSIDE PATIO</p> 	918 sq. ft.	N/A	
<p>KITCHEN/PREP SPACE</p> 	586 sq. ft.	N/A	<p>Catering prep space, buffet, bar ***Not a commercial kitchen*** **WARMING KITCHEN ONLY**</p>
<p>BRIDE'S ROOM</p> 	1081 sq. ft.	N/A	Changing Space/Break-Out Meeting Rooms
<p>GROOM'S ROOM</p> 	644 sq. ft.	N/A	Changing Space/ Break-Out Meeting Rooms

***Public Restrooms are located on the Main Floor and on the Lower Floor**

2016 Lake Wilderness Lodge Wedding & Event Rates/Main Lodge

MAIN LODGE 2016		Number of Guests	Off-Season Rates October - March	Mid-Season Rates April - June	Seasonal Rates July-September
Friday Evening:	5 pm - 12 am (7 Hours)	Up to 100	\$1,650.00	\$1,800.00	\$2,225.00
		101-250	\$1,860.00	\$2,010.00	\$2,435.00
Saturday	9-Hour Rental	Up to 100	\$2,675.00	\$2,900.00	\$4,025.00
		101-250	\$2,945.00	\$3,170.00	\$4,295.00
Sunday:	7-Hour Rental	Up to 100	\$1,650.00	\$1,800.00	\$2,225.00
		101-250	\$1,860.00	\$2,010.00	\$2,435.00
Extra Hours	When Available	Up to 100	\$175.00/Hour	\$200.00/Hour	\$225.00/Hour
		101-250	\$205.00/Hour	\$230.00/Hour	\$255.00/Hour

The Lodge is Closed on City Holidays ~ Rates Subject to Change

Other Fees:

Damage Deposit	\$500.00	
Insurance W/O Alcohol	Up to 100	\$76.00
	101-250	\$101.00
Insurance W/Alcohol	Up to 100	\$151.00
	101-250	\$287.00

Rates Subject to Change

What's Included: Main floor, lower level (with 2 dressing rooms) mezzanine and use of the warming kitchen.

What Lodge Staff Assist With:

Lodge staff will be on site for facility management and to do initial set-up and breakdown of Lodge tables and chairs. Staff will also assist with mid-event moves or changes to the initial set-up, along with designated assistants from your group.

How to Reserve:

Dates may be temporarily reserved with a \$100.00 non-refundable **booking payment**, which will be credited toward your rental. With receipt of your booking fee, a contract will be initiated and you will have 30 days to return it with 50% of the balance due. Remaining balance is due and payable 90 days prior to your event date. Rentals less than 90 days out will be responsible for full payment within 10 days of receipt of the \$100.00 booking fee.

Wedding Set-Up Appointment:

A complimentary one hour appointment must be scheduled 14-30 days prior to your event to lay out the space and coordinate any details for use of the Lodge.

Rehearsals:

A one hour ceremony rehearsal may be scheduled at no additional charge, on the Thursday evening prior to the wedding. Time slots may be reserved at any time and are booked on a first-come, first-served basis beginning at 5:00 p.m. Days subject to change for City Holidays and City scheduled events.

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MAIN LODGE 2017		Number of Guests	Off-Season Rates October - March	Mid-Season Rates April - June	Seasonal Rates July-September
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		101-250	\$1,935.00	\$2,110.00	\$2,535.00
Saturday	9-Hour Rental	Up to 100	\$2,900.00	\$3,050.00	\$4,225.00
		101-250	\$3,170.00	\$3,320.00	\$4,495.00
Sunday:	7-Hour Rental	Up to 100	\$1,725.00	\$1,900.00	\$2,325.00
		101-250	\$1,935.00	\$2,110.00	\$2,535.00
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DISCOUNTED RENTALS:

Discounted rental rates are available for the following groups: 10% Government/Educational Institutions— 20% Non-Profit Organizations with a 501(c)(3). 30% for Community Groups/Greater Maple Valley Tax-Exempt Entities with a 501(c)(3) and free use of the Wilderness and/or Cedar rooms, when available. Discounted rates for “Mid-Season” and “Seasonal” rentals of the Main Lodge, from Friday evening through Sunday, are only available for bookings made no more than 90 days prior to event date.

REHEARSAL INFORMATION:

Clients having their ceremony at the Lodge will be granted one hour of rehearsal time, at no additional charge, on the Thursday evening prior to their wedding. Rehearsal time slots are booked on a first-come, first-served basis, starting at 5pm, and days can be subject to change for City Holidays, City Events, Christmas Eve and New Year’s Eve.

CATERING & ALCOHOL:

You are welcome to self-cater or hire the caterer of your choice; there is no additional fee for whichever you choose. Alcohol is allowed at the Lodge as long as the Rules & Regulations regarding alcohol service and liability are followed. Please see our Frequently Asked Questions section for more catering and alcohol information and to read the Rules & Regulations. If you have any further questions, feel free to call or email our office.

INSURANCE FEES:

A *private rental* is required to purchase Event Insurance through the Lodge, which is included in this rental packet. The Lodge will purchase your event insurance through Washington Cities Insurance Authority (WCIA). Your Premium Fee is based on your event classification, the number of guests guaranteed by the renter and whether alcohol will be served.

Corporations and organizations can substitute the purchase of WCIA Event Insurance by providing a copy of their Commercial Liability Insurance Certificate listing the “City of Maple Valley/Lake Wilderness Lodge” as an “Additional Insured” and by listing “Liquor Liability Included” if necessary.

2016 SPECIAL EVENT INSURANCE FEES:

For Tenant/Users and Instructor Events of WCIA Member Facilities for Weddings/Receptions/Parties/Celebrations:

Guest Capacity / # of People	Without Alcohol	With Alcohol
1 – 100	\$76	\$151
101-250	\$101	\$287

2017 SPECIAL EVENT INSURANCE RATES:

2017 Special Event Insurance Pricing won't be provided by the contracted insurance agency until early January 2017. For those booking prior to the rates being posted, an estimated amount will be in your contract based on the current year's rates. Any price increases will be added to your cost. Prices do fluctuate up & down from year to year per annual claims made.

PARKING:

The parking area west of the Lodge has 86 spaces. Signs will be set out to designate this area as reserved parking for your event only. There is an additional 150 spaces in the parking area to the right and entrance road. Parking is complimentary. The Lake Wilderness Lodge does not have parking lot staff to direct your guests.

LABOR ASSISTANCE:

A Lodge Attendant will always be on-site during your event – from start to finish. The size of your event will determine the number of staff needed. They will be on-site throughout of your event to set-up facility equipment, monitor event activity, maintain the building, tear-down facility equipment, vacuum and sweep. Our staff does not decorate, greet guests, cater, bartend, or baby-sit unattended children, etc.

EXPECTATIONS OF RENTERS DURING ACTIVE CONTRACT:

***If you did not hire a caterer than you will be responsible for the caterer's duties.**

Lodge	You	Caterer*	
x			Unlocks the facility
	x		Delivers & unloads event materials & supplies
	x		Decorates the facility - indoor & outdoor
	x	x	Sets up of all rental equipment brought in
x			Sets up facility equipment - tables, chairs, AV equipment, etc.
		x	Prepares catering & bar service area
	x		Coordinates event activities & transitions
x	x	x	Monitors guest & vendor activity
x	x		Moves, rearranges or removes facility equipment during your event if requested
		x	Buses tables
x		x	Empties garbage & recycling
x		x	Hauls garbage & recycling to dumpsters
x			Keeps the restroom cleaned & stocked
	x		Takes down decorations – indoor & outdoor
x			Tears down facility owned tables & chairs after the event
	x	x	Tears down rental equipment
	x	x	Cleans up kitchen—sweeping, mopping, wiping down tables, microwave, clearing out fridge & freezer
x			Sweeps & vacuums the facility (excluding the kitchen)
x			Final restroom cleaning
x			Shuts windows & locks doors

RENTAL EQUIPMENT/STORAGE INFORMATION:

Overnight, pre and post storage at the Lake Wilderness Lodge is unavailable. Renters are responsible for all rental items brought into the facility or its grounds for the duration of the event. Renters are responsible for the set-up and take-down of all their rental items. All items brought into the facility must exit the facility at the close of the contracted rental period. All rental items must arrive no earlier than the beginning of your rental for set-up and be removed from the facility at the end of the rental.

EVENT SIGN ORDINANCES:

The Lodge will provide 3 outside event signs; one at the front entrance identifying your event and two reserving the West parking lot (upper and lower). You are welcome to put out additional signage to direct your guests on SE 248th St and Witte Road as long as you remove the signs at the end of the event.

HOW TO BOOK:

Space is reserved on a first-come, first-served basis.

2016 Events: Currently open for Booking for all months in 2016!

2017 Events: Availability for 2017 events will be open January 2016.

To secure a date for your event, the following steps are required...

- View the facility in person or look at pictures (pictures are available on our City Website) so that you're assured we meet your satisfaction.
- Pay **\$100 Booking Payment**. *This fee is non-refundable and non-transferable, but does go towards the total balance due.*
- A contract and rental packet will be sent to you. Sign and return the rental contract along with 50% of the balance due within 30 days of the date you receive the contracting rental packet *This payment goes towards your total balance due.*
- All of the above secures your rental date with us. *We only accept multiple payments with a minimum of \$500 for each transaction.*

2016 & 2017 CANCELLATION POLICY:

If the event is cancelled at least 91 calendar days before the contracted date, the Renter shall receive a refund of 50% of all fees paid, with the exception of the booking payment which is non-refundable. **There shall be no refunds of any payments for events cancelled less than 90 calendar days before the contracted date.**

Any form of refund is returned only to the "contracting person(s)" (person paying for the rental). Payments cannot be transferred, sold, auctioned or gifted to any other person. The City of Maple Valley is not responsible for reimbursement of items purchased by renter in association with the scheduled event such as vendor or service charges, equipment rental charges, permit or licensing fees, etc.

EVENT DATE CHANGES / TRANSFER FEE:

- Date change requests must be made in writing or via email to the Lake Wilderness Lodge / City of Maple Valley and a response in writing or via email back to the Renter will be sent by the City of Maple Valley acknowledging & confirming the request.
- Upon receipt of a written date change request, the renter will be given 2 weeks from that date to confirm in writing the new date selection.
- If the new date is not confirmed within these 2 weeks the original contract and event will be cancelled and standard cancellation policy penalties will apply.
- Event date changes will be accepted one time per contract as long as the request is made at least 90 days prior to the event date, but an additional \$100 Booking Payment will be charged.
- A new contract will be required if the event date jumps to a different year. New secured event date will reflect possible new & increased rental rates. Written confirmation will act as an addendum to original contract.
- Additional date changes will require cancellation of original contract (cancellation policy applicable) and rebooking with a new contract, with new Booking Payment.

Event date change request penalty exceptions due to death or major illness in immediate family, deployment of immediate family member or substantiating circumstances, will be handled on a case by case basis with written proof of situation provided to Lodge Office, i.e. Death certificate, doctor's note, deployment paperwork within the time parameters as set by the Lodge Office and all decisions by the City of Maple Valley will be final.

RENTAL DAMAGE DEPOSIT INFORMATION:

In addition to the rental fee, a **\$500 Damage Deposit** is required for most rentals. This fee is refundable if all of the following conditions are met:

- No damage to the Lodge and its contents
- Cleanup is in full compliance with the conditions listed in this rental packet

Note: If you cancel your reservation at any time, the Damage Deposit is refundable, no matter when you cancel or your reason for cancelling if reservation is paid in full. If there is a balance due at time of cancellation; the last \$500 to be paid on the balance is considered the damage deposit. (For example, if there is still \$200 due on the balance then you would receive a \$200 refund on the damage deposit. But if there was still \$800 due on your balance you would not receive a refund because the damage deposit has not yet been paid.)

After the event:

- The "contracting person(s)" (person paying for the rental) will receive the Damage Deposit back, by a check, after event if damage did not occur, cleaning requirements were met and contract was not violated.
- The return of a Damage Deposit will occur within 60 days.
- If damage is caused to the facility or equipment during your event, the Damage Deposit will be forfeited by the renter to the City of Maple Valley for payment of those damages. If damage caused exceeds the provided Damage Deposit, the City will hold renter responsible for additional amounts due.

RENTAL PAYMENT INFORMATION:

Total Rental Payment breakdown: (also listed on your contract)

Lodge Rental Fees*

See rates sheet for applicable date/time

Damage Deposit*

\$500, refundable

Event Insurance*

See box for applicable guest count/with(out) alcohol

Additional Staffing*

\$30 per hour

Required for over 100 guests

Additional Hours*

See rates sheet for price per hour

If you want additional hours

**All fees involved will be your Total Rental Fee/Balance Due.*

Secure & Guarantee: To secure a date, a **\$100 Booking Payment** (*non-refundable and non-transferable*) is due. To guarantee your date, 50% of your balance will be due Thirty (30) days from the day you receive the contracting rental packet. *Both payments go towards your total balance due. Events booking less than 90 days in advance will need to pay balance within 10 days, or by date set by Lodge if less than 20 days in advance.*






Invoicing: Renter will be invoiced approximately 90 days prior to the event by the City of Maple Valley for the remaining balance charges with the option to submit payment via check or debit/credit card. Renter expressly agrees that failure to supply check or debit/credit card payment for remaining invoiced fees (for a current or cancelled event) by the required due date will result in the cancellation of the event and may result in forfeiture of any already made payments.

Payment Due Dates: **RENTAL PAYMENTS ARE DUE 90 DAYS PRIOR TO YOUR EVENT DATE.** You may pay with Visa, MasterCard, check or exact cash. If you need special arrangements, you must talk with the Event & Facility Coordinator for approval. *We only accept multiple payments with a minimum of \$500 for each transaction*

LAKE WILDERNESS LODGE EQUIPMENT LIST:





Your Rental Payment includes the set-up and tear-down of the following equipment.

Our Lodge Attendants show up prior to your facility access time to start setting up the facility owned equipment. By the time you arrive the equipment set-up should be completed.

PICTURE	Equipment	QUANTITY	Linen Size
	6'x 5' Oval Table Seats 10 per table	21	85"x85" or 90"x90" Square (Points off floor 3.5" to 3") 132" Round (Floor Length)
	8' x 2.5' Rectangular Seats 10 per table	15	90" x 156" Banquet (Floor Length) (2) 85"x 85" or 90"x 90" (Draped Floor Length) 54" X 120" Overlay (Drops 12" on sides and 12" on the ends) Skirting Size: 21 feet for 4 sides & 13 feet for 3 sides
	6' x 2.5' Rectangular Seats 8 per table	10	90" x 132" Banquet (Floor Length) (2) 85"x 85" or 90"x 90" (Draped Floor Length) 54" X 120" Overlay (Drops 12" on sides and 24" on the ends) Skirting Size: 17 feet for 4 sides & 11 feet for 3 sides
	4' X 2' Rectangle Tables Seats 2 per table	4	84"x 108" Banquet (Floor Length) 85" X 85" Square (Floor length on sides and Drops 18.5" on the ends) Skirting Size: 12 feet for 4 sides & 8 feet for 3 sides
	32" Round Cocktail Highboys	5	85"x85" or 90"x90" Square (Points to floor sides 4" to 3.5" off floor) 120" Round (Floor Length)

 	Folding Plastic Chairs	250	N/A
	Padded Chairs	250	N/A
	Portable Bar	1	N/A
	Wooden Podium	1	N/A
PICTURE	DECORATIONS	QUANTITY	Size
	Votive Candle Holders with Flickering LED Tea Lights	85	Grande Votive Hurricane

PICTURE	A/V Equipment	QUANTITY	Fee/Deposit
	Lodge Projector System	1	\$100 Projector use fee applies
	Lodge Sound System	1	

	Portable Tripod Screen	2	
	LCD Projector	2	\$450 refundable deposit
	TV & DVD Player Cart	2	\$450 refundable deposit
	Wireless lapel and hand held microphones	1 Lapel 2 Handheld	\$250 refundable deposit for each device

Equipment NOT PROVIDED to renters by the facility...

Extension Cords
Tape
Scissors
Computer/Printer
Zip Ties or String
Catering Supplies

Batteries
Tools
Decorative Lights
Markers / Pens
Candelabras / Table Centerpieces
Linens

Helium tank / Balloons
Disco Ball
Coffee Supplies
Plates, glassware, silverware

DECORATING RULES & REGULATIONS:

YOU are responsible for ensuring that these directions are followed.

Failure to adhere to these Rules & Regulations may result in forfeiture of your Damage Deposit and/or denial of future rental use.

Decorations must not be attached to the walls or ceiling and the use of tape, staples, tacks (and other like devices) are prohibited. Your creative centerpieces and beautiful flowers will be striking and take center stage.

Rose petals are fine for outside use; however, no birdseed, metallic confetti, or rice, please. Inside the use of silk flowers if petals are being placed on the carpet (natural petals can stain the carpet when stepped on), and natural, freeze dried, or silk on tabletops.

DECORATING NOT ALLOWED:

- No tape or adhesive of any kind on walls, windows, floor, ceiling, deck, tables and chairs – including blue painters tape, electrical tape or adhesive sticky goo
- No nails, tacks, staples, pins or glue can be used on the facility walls, floors or equipment
- No birdseed, rice, flower petals*, glitter or confetti
- No taping down aisle runner to floor
- No blowing of bubbles inside the facility (outside only)
- No use of pyrotechnics inside or out
- No sprinkling of glitter, confetti, potpourri, sequins, opened candy, herbs, sand or ash on tables
- No tiki torches inside or outside
- No open-flames or burning of items– see candle allowances on next page
- No hay bales - inside or outside
- No live trees – including Christmas trees.
- No releasing of balloons
- No bubble, fog, rain or snow machines
- No scissor lifts or motorized vehicles inside the facility
- No affixing signage, banners or decorations to the Lodge's exterior or signage
- No tents on-site unless they are sand-bagged to withstand heavy winds

CANDLE ALLOWANCES:

The Fire Marshal is very adamant that we follow all rules pertaining to open flames. In order to assist you in this and work with the Fire Marshal so that we do not lose the opportunity to have candles in our venue; we have purchased some tea light holders that are available to you at no charge. We do ask that you return them wax-free at the end of your event.

Grande Votive Hurricane Candle Holders: *Approximately 85 with flickering LED Tea Lights included.*

Whether you use our holders or your own, please consider bringing your centerpiece for assessment by the Event & Facility Coordinator to assure likely approval by the Fire Department. **No open flames** are allowed. This includes outside illumination like tiki torches, citronella candles, and other open flamed devices. Additionally, **no flammable liquids/fuels** may be used such as, but not limited to, lamp oil, propane, etc.

All decorations in the Lodge must be artificial or in water especially if candles are present—for example, ivy is beautiful, but it becomes a fire hazard when it is cut and becomes dried. For assistance or questions, contact a Lodge representative. **NO decorations may be hung directly on the Totem Pole**—the railings are fine as long as the decorations are attached by pipe cleaners, string, or other non-abrasive and adhesive-free methods.

- Candle holders and other decorations must be approved prior to your event by the Event & Facility Coordinator.
- Use of flammable materials, including open flames, is prohibited. No open fires are permitted on-site.
- No open flame or fires are permitted on-site
- No burning of items
- No oil candles
- Candles may be used if they are fully enclosed in a container as tall as the candle & its flame – see visual samples below. All candle types including floating candles are acceptable as long as they are properly contained.

*Open flame candles for wedding ceremonies (unity candles only) may be used without an enclosed glass holder as long as they are lit just prior to the ceremony and extinguished immediately after the ceremony. Please inform your facility coordinator if you will be using these. Any remaining candles set for decoration during the ceremony near the altar, or throughout the room, must follow the guidelines listed above.

Approved Candle Holders

You are not limited to these options. These are simply examples to assist you with your planning.



Candle Holders Not Allowed



Lake Wilderness Lodge Frequently Asked Questions

What types of events are held at the Lodge?

The Lodge is a great venue for wedding ceremonies, receptions, banquets, corporate events, seminars, trainings, meetings and celebrations.

What is the Lodge's capacity?

250 Seated Weddings Receptions. Special Events see lodge staff

What parts of the facility are included in my rental?

- Two Changing Rooms Downstairs
- Warming Kitchen/Prep Area
- Main Upper Floor: Can accommodate up to 250 guests theater style, 200 reception style
- Mezzanine: Can accommodate up to 50 guests
- Main Lower Floor: Can accommodate up to 150 guests theatre style, 100 guests reception style
- Deck: Can accommodate up to 72 guests
- Grass Lawn and Patio: Weather Permitting - It can accommodate up to 250 guests for a ceremony

How much parking is available?

86 cars in the lot West of the Lodge, 236 additional spots around the grounds.

When is the best time to visit the Lodge?

Monday through Wednesday 8am-8pm, Thursday, Friday 8am-5pm. No appointment necessary, but please call in advance to check event schedule.

How early & how late can we rent the Lodge?

The venue can be rented as early as 8 am and as late as 12 am upon availability. Please see lodge office for availability. Friday rentals not before 4pm.

How far in advance can I reserve the Lodge?

Reservations for the entire year open one year in advance. For example on the first business day in January of 2017 we opened reservations for the entire year of 2018.

When can I book a rehearsal?

Any time after you have confirmed your reservation with a signed contract and payment.

When are rehearsals scheduled?

Clients having their ceremony at the Lodge will be granted one hour of rehearsal time, at no additional charge, on the Thursday evening prior to their wedding. Rehearsal time slots are booked on a first come, first serve basis, starting at 5pm, and the days can be subject to change for City Holidays, City Events, Christmas Eve and New Year's Eve.

If we are planning an outdoor ceremony/event, how last-minute must we confirm our plan to accommodate the weather?

You will need to provide ahead of time a Plan A and a Plan B for your event, if you are planning outdoor activities. Once the Lodge staff arrives they will contact your designated weather contact to see which plan you would like to go with.

Would we share the facility with another group?

There may be a small event in the conference room. They will only be in the main lodge to utilize the elevator if necessary.

Will we have Lodge staff on-site to assist us?

Yes – a facility staff member will be on-site throughout the duration of your rental period.

What are the Lodge facility staff responsible for?

Our staff are responsible for unlocking & locking the facility, set-up & tear-down of facility-owned equipment needed for your event, garbage emptying, restroom supply restocking / cleaning, and equipment transitioning of facility-owned equipment.

Is the Lodge going to be set up with tables & chairs before I get there?

The staff shows up prior to your event to set up the facility owned equipment. By the time you arrive the set up will be near completion.

Do you decorate the facility for us?

No, decorating is the responsibility of the renter, although the Lodge has so much character of its own, so not much decorating is necessary. Many have friends and family assist with decorating. Some contract with their caterer or florist to decorate, and others hire professional event coordinating assistance. Decorating and clean-up has to be done during your contracted rental period.

Can we hire your staff to decorate for us?

No, unfortunately our staff cannot be hired by the renters for additional assistance beyond what the City has hired them to do.

Can we hang decorations inside the Lodge?

Yes, as long as you do not use tape, tacks, glue, or any type of adhesive. Zip ties, S hooks, Shower hooks, toole, etc... have been used to hang decorations without causing damage. Freestanding decorations work best. No decorations may be hung

from the totem pole. The railing around the totem pole may be decorated as long as the decorations are secured by pipe cleaners, string, or other non-abrasive and adhesive-free methods

Are the lights on dimmers?

Some of the lights can dim to 50%. We are not able to dim all of the lights.

How much time do I have to decorate?

All decorating before the event and all clean up after the event must be completed within your rental period.

Can we rent the facility past Midnight?

No.

Can we purchase additional hours the day of our event?

No. Additional hours must be purchased through the Lake Wilderness Lodge office at least 30 days in advance.

Do I need to clean the Lodge when my event is over?

Your responsibility will be to remove all personal belongings/decorating materials/equipment brought in for your event. As well as cleaning the kitchen. Consult the clean-up list for a complete checklist.

Where can we dispose of garbage/recycle items? Who handles the garbage?

There are dumpsters for the garbage outside near the kitchen. Lodge staff will empty your garbage, and recycling throughout the event. Please break down all boxes to condense space used. Garbage cans & liners are included in the rental.

What equipment does the Lodge have for us to use?

Please review the current equipment list in the rental packet for a detailed list.

Does the Lodge provide storage space for our supplies and rental equipment?

There is some limited storage space around the lodge. Delivery of items cannot take place before your scheduled rental time. All items that were brought in for your event must be removed by the end of your rental.

When can my supplies / rental equipment be delivered?

Deliveries can be made at the start of your rental time. It is recommended that you have your rental company deliver items to your home or to your caterer and you or your caterer deliver the items at the start of your contracted rental time the day of your event.

Do you provide linens, dishes, glassware, serving pieces, etc. for my event?

We have a limited amount of various items that are available for use, such as, coffee pots, chaffing dishes, and water pitchers. See equipment list for full list.

Can our flower girl throw flower petals down the aisle during the ceremony?

Yes, outdoors they may be live petals and indoors they must be silk. You are responsible for picking them up, not our staff.

Can we bring in rice/birdseed/confetti/glitter, etc.?

No. We do not allow rice, birdseed, confetti, or glitter inside or outside the facility.

Can we use bubbles?

Yes. Bubbles must only be used outside.

Can we use sparklers?

No. Sparklers are not allowed at the Lodge

Can we decorate with candles?

Yes, we allow candles as long as they are in a decorative holder that is as tall as the candle and its flame. Floating candles are okay. Unity Candles can be used during a ceremony as long as they are lit just prior to the ceremony & extinguished immediately after by someone in your group. Please see the Candle Allowances sheet provided in the rental packet. All candle holders should be preapproved by the Event & Facility Coordinator to ensure they meet our requirements

Can I move existing furniture/pictures in the Lodge?

Regretfully, moving any of our furniture, upstairs or downstairs, is not allowed. Pictures on walls are purchased artwork and "cannot be moved by anyone in your party." Please ask in advance of any special requests.

Can we have music outside?

Yes, our staff will monitor the music during the event. The staff will let the DJ/Band know to turn it down if there is a problem.

Is there a dance floor?

There is a portable dance floor that can be set up inside. The dance floor is 15'x 12'.

What are your catering rules and regulations? Can we provide our own food? Can we have a pot-luck?

You are welcome to self-cater or have the caterer of your choice, as long as all food is brought in pre-prepared. The Lodge is only licensed as a warming kitchen, so you may re-warm food or prepare cold food and trays, but you may not "cook" in our kitchen. So, yes, you may have a potluck, as long as you keep the aforementioned restrictions in mind.

Does the Lodge have a kitchen?

Yes, but The Lodge is only licensed as a warming kitchen, so you may re-warm food or prepare cold food and trays, but you may not "cook" in our kitchen.

Can the caterer BBQ on-site?

Yes, only outside of the Lodge in areas pre-approved by the Fire Marshal. Please see Lodge Staff regarding any other requirements.

Is alcohol service allowed at the Lodge?

Yes, alcohol is allowed at the Lodge as long as the Rules & Regulations regarding alcohol service & liability are followed.

What type of alcohol can we have at our event?

All types of alcohol can be served at the Lodge – beer (including kegs – outdoor use with pump taps only), white/red wine, champagne & hard alcohol.

Do we need a bartender?

No. All alcohol service is the responsibility of the renter and while a Washington State Licensed Bartender is not required, it is suggested as a way to provide responsible alcohol service at your event.

When and where can alcohol be distributed?

Service is allowed during your rented event hours. Alcohol service must end 1 hour prior to your contractual end time. For example, an event ending at 12am will do last call at 11 pm. All alcohol must be consumed on and within Lodge grounds. **NO** alcohol may be consumed within the Lake Wilderness Park, please ask Lodge staff about the boundaries between the Lodge and Park grounds.

Who is responsible for the alcohol at my event? The legal responsibility for any guest's consumption of alcohol rests with the individual signing the rental contract. *The Alcohol Rules & Regulations are required for your protection!*

Do you require Event Insurance? What does this involve? Yes, most events will be required to provide or purchase insurance. Event insurance depends on expected number of guests and whether you will be serving alcohol.

What paperwork must I provide to the Lake Wilderness Lodge to have alcohol service permitted at my event?

Please see the Lodge Office for the requirements and rates that fit your event.

May we have a cash bar, where guests pay for their own drinks?

*Private rentals (weddings, parties, and receptions) **CANNOT HAVE A CASH BAR.** Corporate events also **CANNOT HAVE A CASH BAR. It is illegal.** It is only legal, for non-profit organizations to have a cash bar and they must supply a Special Occasion License (\$60 from the Washington State Liquor Control Board) instead of the Banquet Permit (\$10 from the Washington State Liquor Control Board). The Special Occasion License takes at least 1 month for approval*

If admission to our event requires the purchase of a ticket, payment upon entrance, or is open to the public must I submit any paperwork to the Lodge Office?

Yes, pending review of the specifics of your event.

What is needed to book the Lodge?

A booking fee, and a filled out reservation information card

Do we get our Damage Deposit back? When?

If no damage to the facility or equipment was caused during your event and clean-up requirements are met, then yes your Damage Deposit will be refunded via check within 60 days after your event.

When must we pay our balance in full?

Final balances are due 90 days prior to your event, or in full if booked less than 90 days in advance.

What if we cancel our booking?

You will forfeit your \$100 booking fee and 50% of your initial payment if it has been paid.

Do you have a sound system?

Yes, we have a sound system but it is not portable. It has a 5-disc CD player, iPod dock, and multiple auxiliary inputs that is located on the mezzanine. There are two wireless handheld microphones and one wireless lapel microphone attached to the system. The microphones can be used at the same time the music is playing. We have two outside speakers that can be hooked up. It is recommended that you test the sound system before your event, your rehearsal is a great time to do this.

Does the Lodge have a Sign Code we must follow?

Yes, we will provide a sign at the entrance to the facility identifying your event and two signs at the parking lot reserving the upper and lower parking lots West of the Lodge for your event. You are welcome to put out additional signage to direct your guests on SE 248th and Witte Road as long as you remove the signs at the end of your event.

What's near the Lodge?

The Lodge is conveniently located near the center of Maple Valley. Nearby are several restaurants, hardware stores and shopping centers. A partial list of nearby businesses is provided on the following pages.

Vendors Who Have Experience In Our Facility

The City is providing this information as a convenience and does not endorse or recommend any of the providers listed below.

Caterers

Act 3 Catering	www.act3catering.com	425-251-9102
Camelot Catering	www.camelot-catering.com	425-641-7278
Christie's Catering	www.Christies-Catering.com	425-271-7716
Gallucci's Catering	www.galluccis.com	253-572-6828
Gloria's Restaurant & Lounge		425-432-6880
Herban Feast	www.herbanfeast.com	206-932-4717
Longhorn Barbecue	www.longhornbarbecue.com	253-804-9600
Mama Stortini's	www.mamastortinis.com	253-604-0600
Mick Kelly's Catering	www.mickkellyscatering.com	206-244-1177
New York Catering in Enumclaw	www.new-yorkcatering.com	360-825-5669
Rooter's BBQ	www.famousrootersbbq.com	360-886-1763
Seasoned in Seattle	www.seasonedinseattle.com	206-723-5596
Scooter's Custom Catering		206-445-3400
Snuffins Catering	www.snuffins.com	800-940-5989
Twelve Baskets Catering	www.twelvebasketscatering.com	425-576-1000
Upper Crust Catering	www.uppercrustcatering.com	206-783-1826

DJs & Musicians

Adam's DJ Service	www.adamsdjservice.com	253-952-2156 or 425-652-6690
DJ Dave	www.djdavemusic.com	253-952-2423 or 253-405-5692
DFH – DJs for Hire		253-941-7345
Encore Four – String Quartet	www.EncoreFour.com	562-895-9386
Live Productions	www.alivedj.com	1-866-alivedj
Melody Music	www.melody-music.com	253-946-3048 or 800-946-3048
Music De-Lite "The Fun DJs & MCs"	www.musicdelitedj.com	360-456-1578
Nite Lite Entertainment	www.niteliteent.com	253-640-3597 or 206-622-3597
Sounds Unlimited		206-364-4000
Tune City Mobile DJs	www.tcdjs.com	253-970-1718

Linens

Express Linen Service	www.expresslinenservice.com	206-246-2292
Formally Yours Linen Service (Aramark)		253-840-6822
Linen Sensations	www.linensensation.com	206-851-3994

Photographers

David Waltman Studios	www.waltmanstudios.com	425-418-1615
Photography by Allan	www.photographybyallan.com	206-948-9374
Sandra Hixson-Matthews	www.goinginstylephoto.photorelect.com	206-349-2424
Ray Burke	www.masterstouchphotography.com	253-939-0941

Florists

Buds and Blooms	www.maplevalleybudsandblooms.com	425-432-1229
Debra's Botanical Designs		253-383-6355 or 888-244-2083
Frosted Floral Memories	www.frostedfloralmemories.com	425-557-0180
Maple Valley Safeway Store		425-432-2020

Cakes

CJ' Bakery	30800 A 3 rd Ave., Black Diamond...	360-886-0855
Maple Valley Safeway Store	22619 Maple Valley-Black Diamond Rd. SE	425-432-2020

Event Decorators

Illustrations In Ice (Ice Sculptures)		253-859-2280 or 206-226-8100
Studio Ice (Ice Sculptures)		253-640-2357

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BED & BREAKFAST

Maple Valley Bed and Breakfast

20020 SE 228th
Maple Valley, WA 98038
425-432-1409
www.seattlebestbandb.com/maplevally
Estimated Distance: 3 miles

Linda's By The Lake

25616 Lake Wilderness Lane SE
Maple Valley, WA 98038
425-432-0245
lindasbythelake.com
Estimated Distance: 1 mile

Lake Sawyer Bed & Breakfast

Robert & Jacqueline Taeschner
30708 229th PL SE
Black Diamond, WA 98010
360-886-1262
www.lakesawyerbedbreakfast.com/pages/420318/index.htm
Estimated Distance: 5 miles

HOTEL/MOTEL

Courtyard Seattle Southcenter

400 Andover Park W
Tukwila, WA 98188
206-575-2500
www.marriot.com
Estimated Distance: 16.99 miles

Victorian Gardens 1888 Bed and Breakfast

Larry & Diane Kiel
9621 S 200th St Kent, WA 98031
253-850-1776
<http://www.victoriangardensbandb.com>
Estimated Distance: 14

Holly Hedge House Bed and Breakfast

Lynn & Marian Thrasher
908 Grant Ave S Renton, WA 98055
8882262555
425-226-2555
holly@hollyhedgehouse.com
Estimated Distance: 14

Quality Inn - Renton

1850 Maple Valley Highway Renton, WA 98057
425-226-7600
www.qualityinn.com
Estimated Distance: 11 miles

Hilton Garden Inn - Renton

1801 East Valley Rd Renton, WA 98057
800-774-1500 425-430-1414
Estimated Distance: 15.31 miles

Holiday Inn Select

1 S Grady Way Renton, WA 98057
1-877-863-4780
www.ichotelsgroup.com
Estimated Distance: 14.46

Larkspur Landing

1701 E Valley Rd Renton, WA 98057
425-235-1212
<http://www.larkspurhotels.com>
Estimated Distance: 15.26

SpringHill Suites by Marriott

200 SW 19th St Renton, WA 98057
425-226-4100
www.marriot.com
Estimated Distance: 15.36

TownePlace Suites by Marriott

300 SW 19th St Renton, WA 98057
425-917-2000
www.marriot.com
Estimated Distance: 15.28 miles

Holiday Inn Seattle/Issaquah

1801 12th Ave NW
Issaquah, WA 98027
877-863-4780
Estimated Distance: 23
www.ichotelsgroup.com

Hilton Garden Inn Seattle/Issaquah

1800 NW Gilman Blvd.
Issaquah, WA 98027
425-837-3600
Estimated Distance: 24 miles
www.hiltongardeninn.com

Comfort Inn

22318 84th Ave S Kent, WA 98032
253-872-2211
www.comfortinn.com
Estimated Distance: 12.73 miles

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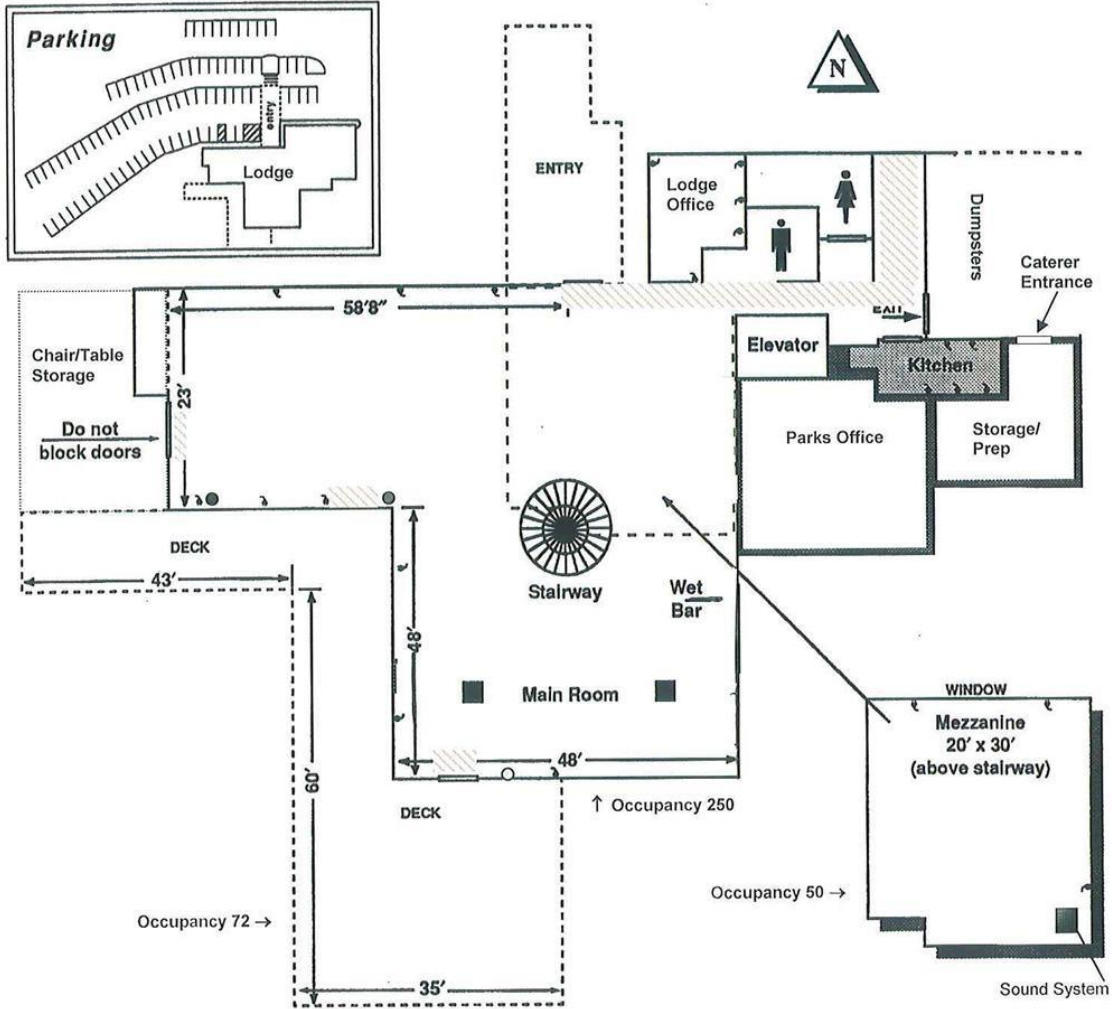
Client Name: _____


Event Day/Date: _____

Event Time: _____



Lake Wilderness Lodge Main and Mezzanine Levels



Item	Number Available	Number Requested
 Rectangular Tables 8'x2.5'	15 (seats 8-10 per table)	
 Oval Tables 6'x5'	21 (seats 8-10 per table)	
 2'x2'	300 Padded Chairs	
 2'x2'	300 Folding Chairs	
 Rectangular Tables 6'x2.5'	10 (Seats 8 per table)	
 Rectangular Tables 4'x2'	4 (Seats 2 per table)	

Three to Four weeks prior to your event, please call us to schedule an appointment for a floor plan consultation.

425-432-9953

Client Name: _____

Event Day/Date: _____

Event Time: _____

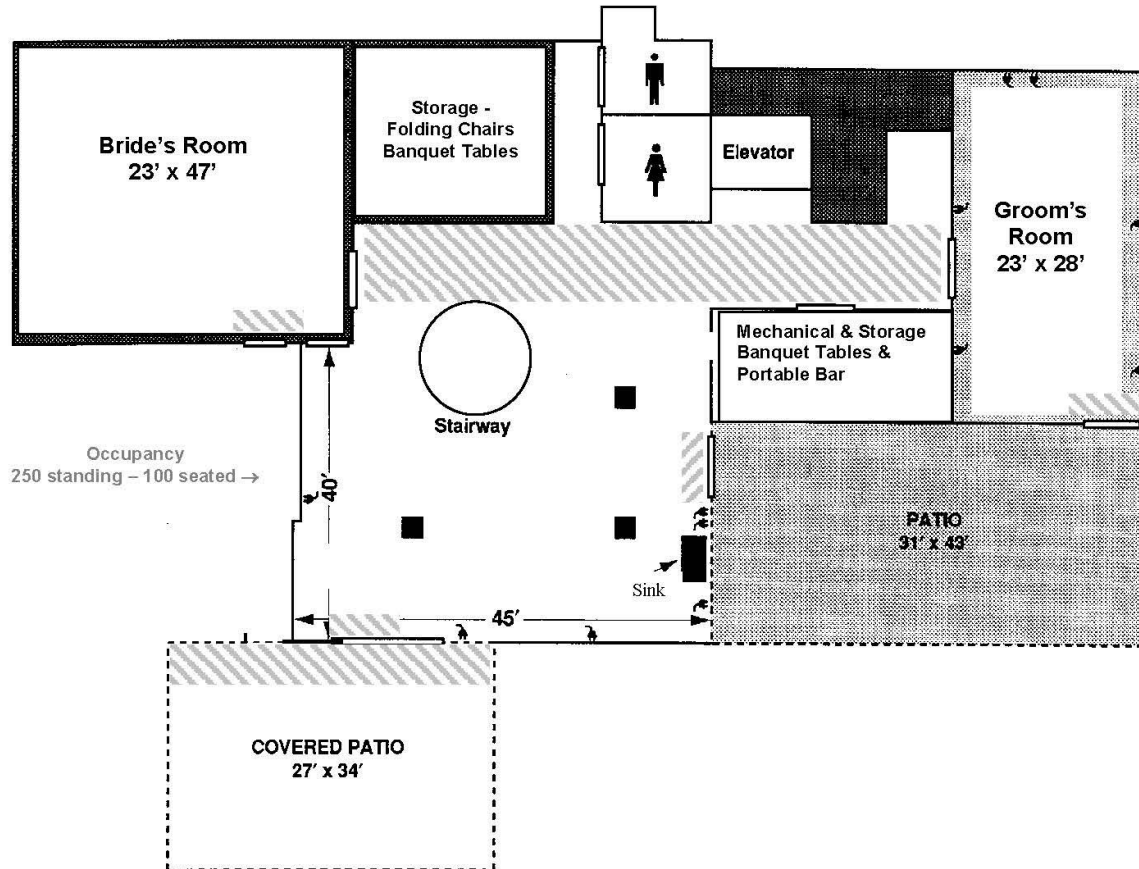
The City of
MAPLE VALLEY



Lake Wilderness Lodge

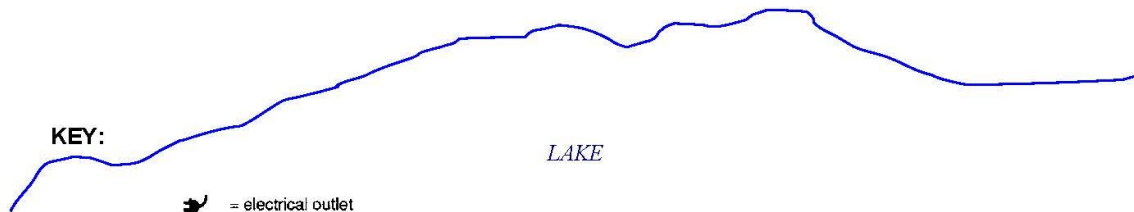


Lower Level





Drawing is not to scale—use measurements provided for a more accurate fit.

KEY:



 = electrical outlet

 = doorway

 = do not block

Lake Wilderness Lodge

Conference Rooms

<u>Room</u>	<u>Description</u>	<u>Occupancy</u>
<p>Maple Room</p> 	<p>The Maple Room is our largest conference room. This room is on the second floor of the Lake Wilderness lodge and has a fantastic view of Lake Wilderness. The Maple Room comes equipped with a white board and sound system. This room can be setup according to your needs.</p>	50
<p>Rainier Room</p> 	<p>The Rainier Room is our second largest conference room. This Room is located on the second floor of the Lake Wilderness Lodge. This room boasts a view of both Lake Wilderness and Mt Rainier, when it is clear. The Rainier Room comes equipped with a white board and sound system. This room can be setup according to your needs.</p>	35
<p>Wilderness Room</p> 	<p>The Wilderness Room is our third largest conference room. This room is on the first floor of the Lake Wilderness lodge and over looks Lake Wilderness. The Wilderness Room comes equipped with a white board. This room can be setup according to your needs.</p>	35
<p>Cedar Room</p> 	<p>The Cedar Room is our smallest conference room. This room is on the first floor of the Lake Wilderness lodge and over looks Lake Wilderness. The Cedar Room comes equipped with a white board. This room can be setup according to your needs.</p>	25
<p>The Lake Wilderness Lodge has projectors, projector screens, and TV/DVD carts available for these rooms. Please see the amenities page for more information.</p>		



Lake Wilderness Lodge

City of Maple Valley Parks & Recreation Department

Physical Address: 22500 SE 248th St, Maple Valley, WA 98038

Mailing Address: PO Box 320, Maple Valley, WA 98038

Telephone: 425-432-9953 Fax: 425-432-9974

CREDIT CARD AUTHORIZATION AGREEMENT

This form is necessary whenever the charging card and its authorized signer are not present in person or to pay by mail or fax. To authorize the charge, please fill out the information below and mail it to the City of Maple Valley, PO Box 320, Maple Valley, WA 98038 or fax to 425-432-9974. After we process your payment we will send a receipt to the address listed below.

Reservation Reference Number: _____

Reservation Date: _____

Reservation Name: _____

This information is required—no charges can be completed without it.

Cardholder's Name: _____ (as it appears on your card)

Billing Address: _____ City: _____ State: _____ Zip: _____

Billing Telephone Number: _____

I _____ (print card holder name) authorize the City of Maple Valley to debit my Visa/Master Card the amount of _____ to be applied to the reservation listed above. No other charges are authorized and a new form will be submitted should I desire to pay additional fees.

Signature _____ **Date** _____

Last 4-digits of credit card number _____

Type: ☐ Visa ☐ MasterCard

Credit Card Number: _____ Expiration Date: _____

V-code: _____ (VISA only--a three digit code on the back of the card)